# INSTRUCTIONS FOR MSFC ENGINEERING DOCUMENTATION CHECKING LOG FORM NO. ED03-FORM-001

The Checking Log is a record of agreement between the customer and the checker. The type of drawing/document check required (A, B, C…) is marked in the *Type of Check* column and a scheduled completion date is recorded *Due Date* column. Individual field entries track each job throughout its course, including multiple submittals and deliveries. Metrics are maintained for number of comments recommended and those not incorporated. Management uses the metrics collected on the form for reporting overall checker activity. Whether the job was released is recorded in the final entry (**Release Y/N*).

Entries for all columns are described below:

| | |
|---|---|
| DWG/DOC Number | Enter drawing or document number |
| Requester | Enter name of person submitting package – usually the designer |
| Org Code | Enter organization code of requester |
| Project Code | Enter acronym for project |
| * Type of Check | Enter letter code from list at the top of this form representing the type of drawing or document check |
| Due Date | Enter the date the checker commits to return the $1^{st}$ submittal to the designer. (Note: Does not apply for $2^{nd}$ or subsequent submittals.) |
| Req'tr Initial or email | Requester enters their initials or checker enters "E" if request received by e-mail. Entry establishes Requester's requirements. |
| Checker Initial | Checker initials to authenticate agreement between Requester and Checker |
| Doc type | Enter type of document, i.e. document, drawing, EO, EPL |
| DWG/DOC Rev | Enter revision letter |
| EO Dash | Enter EO dash number |
| EPL Rev | Enter EPL Rev |
| DWG Type | Enter drawing type, i.e. assembly, schematic, interface |
| No of Shts | For drawings, enter the number of sheets |
| Size | Enter the size of the drawing, i.e. A, B, C… |
| Date Rec'd | Enter date received for initial submittal; if $2^{nd}$ submittal is received, enter that date too. |
| Date Signed | Enter date that the checker signs or annotates drawing with checker's approval stamp or other means |
| Changes | Enter metric of changes recommended by drawing checker and changes not incorporated by Designer |
| ** Release Y/N | Enter Y or N based on instructions on top of form |

# MSFC ENGINEERING DOCUMENTATION CHECKING LOG

\*   Type of Drawing Check
   A = Complete Check
   B = Drawing Check Exclude Fit Check
   C = Fit Check Only
   D = Form – Design and Producibility
   E = ICMS Check Entry to Automated System
   F = Memo Special Instructions

\*   Type of Document Check
   A = Compliance to MWI 7120.4
   B = Compliance to MSFC-STD-555
   C = Memo Special Instructions

\*\*   Release Y/N
   Enter "Y" for Release (must be in accordance with MSFC-STD-555.  If not, notify the COTR prior to Checking Approval
   Enter "N' if not to be Released.  COTR Notification not Required

| DWG/DOC Number | Requester | Org Code | Project Code | * Type of Check | Due Date | Req'tr Initial or Email | Checker Initial | Doc Type | DWG/ DOC Rev | EO Dash | EPL Rev | DWG Type | No of Shts | Size | Date Rec'd 1ST | Date Rec'd 2ND | Date Returned 1ST | Date Returned 2ND | Date Signed | Changes Recmd | Changes Not Inc. | ** Release Y/N |
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